



# PUBLIC SCHOOLS OF NORTH CAROLINA

DEPARTMENT OF PUBLIC INSTRUCTION | Mark Johnson, *Superintendent of Public Instruction*

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December 12, 2017

**TO** LEA Superintendents  
Charter School Directors

**FROM** Stacey Wilson-Norman, Ed.D. *SWN*  
Chief Academic Officer  
Academic Services

Tammy L. Howard, Director *TLH*  
Accountability Services Division

## REQUEST FOR TESTING EXCEPTIONS BASED ON SIGNIFICANT MEDICAL EMERGENCIES AND/OR CONDITIONS

There may be rare circumstances in which a student is unable to participate in a state assessment during the entire testing window, including makeup dates, because of a significant medical emergency and/or condition. Examples include, but are not limited to, circumstances involving students who are (1) in the final stages of a terminal or degenerative illness, (2) comatose, or (3) receiving extensive short-term medical treatment due to a medical emergency. Under these circumstances, a school may request from the Division of Accountability Services/North Carolina Testing Program a testing exception for the student. If a medical exception is granted, the student remains enrolled in the school during this period; however, the student does not take the assessment(s), and the school does not include the student when calculating participation rates.

Attached to this memo is the process for requesting testing exceptions based on significant medical emergencies and/or conditions for the 2017–18 school year. Failure to adhere to this process or include all requested information may result in the need to resubmit the request or may cause a delay in the response. Effective November 2017, all requests must be submitted for consideration through the Online Medical Exception Request System in NC Education's NCTest Admin. All requests must be submitted by the LEA/charter school test coordinator and be approved by the Superintendent or Charter School Director.

Thank you for your continued cooperation in adhering to the policies and procedures concerning requests for testing exceptions based on significant medical emergencies and/or conditions. Please contact your Regional Accountability Coordinator for clarification or additional information.

SWN/TLH:whw

c: Mark Johnson, State Superintendent  
Maria Pitre-Martin, Deputy State Superintendent  
William Hussey, Director, Exceptional Children  
John Kirkman, Interim Director, Career and Technical Education  
Dave Machado, Director, Office of Charter Schools  
LEA Testing Directors/Coordinators  
LEA Exceptional Children Program Directors  
Regional Accountability Coordinators  
Exceptional Children Regional Consultants

Attachment

### DIVISION OF ACCOUNTABILITY SERVICES

6314 Mail Service Center, Raleigh, North Carolina 27699-6314 | (919) 807-3769 | Fax (919) 807-3772

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

## **Process for Requesting Testing Exceptions Based on Significant Medical Emergencies and/or Conditions**

The following steps outline the process for requesting testing exceptions based on significant medical emergencies and/or conditions for the 2017–18 school year. Failure to adhere to this process or include all requested information may result in the need to resubmit the request or may cause a delay in the response.

1. The local education agency (LEA) superintendent or charter school director must support the appeal and submit an online request to the North Carolina Department of Public Instruction (NCDPI) through the Medical Exception Request System in NC Education's NCTest Admin. The parent must be notified that such a request is being submitted and must give consent.
2. The online request must include the following information:
  - **Semester**
  - **School Name**
  - **Student Name**
  - **Administration Type** (e.g., Regular or Extend 1)
  - **Test(s) Requested** (multiple tests may be requested)
  - **Student Type** (indicate if the student has a current Individualized Education Program (IEP), current Section 504 Plan, transitory impairment documentation, or Behavioral Intervention Plan (BIP))
  - **Test Window** (school test window)
  - **Date of Onset** of the emergency and/or condition
  - **Expected Duration/Recovery Period**
  - **Days of Instruction Missed** (attach the attendance record if applicable)
  - **Homebound** (indicate if the student is homebound)  
Students receiving homebound services are expected to test. If a student is homebound and unable to test because of a significant medical emergency and/or condition, the medical exception justification and supporting documents should clearly detail why the student is unable to be tested in a homebound setting (including attendance records for homebound sessions and a letter from the homebound teacher). Assessments can be administered to students in a homebound setting, provided that test administrators and proctors are appropriately trained.
  - **Medical Issue** Briefly describe the student's current medical condition(s).
  - **Description of how the medical issue/condition prevents participation in the respective assessment(s)**  
Briefly describe how the medical issue/condition impacts daily instruction/classroom participation and prevents participation in the respective test administration(s). This explanation should include sufficient detail and documented data (scanned attachments) that provides the review committee a thorough understanding of the implications of the emergency and/or condition on the student's learning.
  - **Parent Notification** (indicate yes/no if parent has been notified)
  - **Affirmation** (approval by LEA superintendent or charter school director to submit request)

- **Supporting Documents**

Documents such as: Current IEP, current Section 504 Plan, transitory impairment documentation, BIP, letter from principal/charter school director, letter from teacher of record/homebound teacher, letter from parent, doctor note/medical documents, attendance record, concussion form, and other documents can be scanned and attached to each request.

- If the student has an IEP, scan and attach a complete copy of the current DEC 4 IEP form (including present levels of performance, IEP goals, special education services, etc.) to this request.
- If the student has a behavioral concern, scan and attach a copy of the BIP as well as the Functional Behavioral Assessment.
- If the student has a Section 504 Plan or transitory impairment documentation, scan and attach a copy of the current documentation.
- Supporting information and/or doctors' notes/letters may be included but are not required. **Notes from doctors and medical professionals should address and/or explain the impact of the condition on the student but should not provide a testing recommendation.**

If information is missing in the request, it may be returned for completion or require resubmission.

**Accountability Services and the North Carolina Testing Program does not process the following medical exception submissions:**

- Requests for field test administrations.
- Requests for CTE Post Assessments. The Career and Technical Education Division of Instructional Services (CTE) makes decisions regarding special exceptions for these courses. Contact CTE at (919) 807-3818 for questions or concerns about CTE Post Assessment medical exemptions.
- Requests for NC Final Exams (NCFE). Requests for NCFEs are not to be sent to the NCDPI. It is a local decision as to how requests for medical exceptions are to be processed for the NCFEs. However, if a student has been granted a medical exception by the NCDPI for the current school year's testing window(s), it may be extended to include the NCFEs at the discretion of the LEA/charter school.

**Requests for exceptions may be made at any point in the school year *before* the following deadlines:**

**Tests Occurring in Fall Semester 2017**

<b>Situation</b>	<b>Deadline for Submission</b>
<b>Existing conditions</b> or medical situations known by November 22	December 15
Medical emergency occurring after November 22 but within the fall testing window	End of fall testing window

### Tests Occurring in Spring Semester 2018

Situation	Deadline for Submission
Ongoing conditions—evidence present early in the school year that the student will be unable to test during the testing window	February 2
Existing conditions or medical situations identified by April 30	May 25
Medical emergency occurring after April 30 but within the testing window	End of spring testing window but <b><i>no later</i></b> than June 22

3. Submit requests for consideration through the Online Medical Exception Request System in NC Education's NCTest Admin. **Do not mail or fax requests.**
4. The NCDPI will provide an email response with a statement of the decision to the LEA/charter school test coordinator. This email will only identify the student by the assigned "Request ID #" in the Online Medical Exception Request System.
5. Students who are approved for a testing exception are coded for data analysis purposes by the NCDPI.
6. Any exception granted by the NCDPI is limited to the testing period for the specific test(s) for which it was requested and does not carry forward to future test administrations, unless noted in the NCDPI decision.

It is the expectation of the NCDPI that only those students who the LEA/charter believes are **unable to participate** in a state assessment are submitted for a medical exception request. Students who are granted a medical exception shall not be reported or counted in the school, district, or state test scores and will not be included in the calculation of the 95 percent tested rule. In addition, students who are granted an exception are required to meet all state and local graduation requirements before receiving a high school diploma.

Please be reminded that any written material containing identifiable student information shall not be disseminated or otherwise made available to the public by any member of the State Board of Education, any employee of the State Board of Education, the State Superintendent of Public Instruction, any employee of the NCDPI, any member of a local board of education, any employee of a local board of education, or any other person, except as permitted under the provisions of the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. §1232g.

If you have questions regarding requests for testing exceptions based on significant medical emergencies and/or conditions, please contact Wendy Wooten at (919) 807-3801 or [wendy.wooten@dpi.nc.gov](mailto:wendy.wooten@dpi.nc.gov).